

Emergency and Risk Management Plan

Introduction

It is important to have an Emergency Management Plan and a Risk Management Plan for all events.

An Emergency Management Plan is a document that can easily be picked up by anyone working at the event, and provides them with the contacts, processes and procedures if something goes wrong or there is an emergency.

A Risk Management Plan is a document you should create in the lead-up to the event, where you identify all the potential risks to the event and how you can either eliminate the risk through planning, or how you manage the risk on the day of the event.

Please complete the following sections of this Plan prior to submitting to the City of Kalgoorlie-Boulder.

Section 1 – Event Overview

- Key Contacts
- Consultation and Communication
- Monitor and Review

Section 2 – Emergency Management

- What Will We Do In Case Of Emergency?
- Notification of Emergency Services

Section 3 – Risk Management

- How To Do A Risk Assessment
- Risk Assessment Matrix
- Risk Register

Consultation and Communication

Please note the meetings you have conducted to advise internal and external organisations of your event, and list the topics and decisions that were made during these meetings. See examples below.

Meeting	Who Attended	Topics & Decisions Made
<i>Environmental Health Team at City of Kalgoorlie-Boulder</i>	<i>John Smith Jane Jones</i>	<i>Covid Event Plan approved Permits to sell food issued Toilet requirements confirmed</i>
<i>St John First Aid</i>	<i>David Brown Janet White</i>	<i>Confirmed shift times for first aid officers</i>

Section 2 – Emergency Management

What Will We Do In Case Of Emergency?

Please note the type of emergency that may affect your event, and list the steps you will complete to mitigate the emergency. See example below.

Emergency	Procedure
<i>Audience trespassing on stage</i>	<ul style="list-style-type: none"> • <i>Ask audience member to leave stage</i> • <i>Request assistance from Security</i> • <i>Request assistance from Police if escalation is required</i>
<i>Fire</i>	<ul style="list-style-type: none"> • <i>Call 000</i> • <i>Use fire extinguisher if possible and user is trained</i>

Notification of Emergency Services

Please note the date that you contacted the emergency services regarding your event.

In the case of Emergency at your event, call 000.

Emergency Service	Date Advised of Event
Fire Brigade	
Ambulance	
Police	

Section 3 – Risk Management

How To Do A Risk Assessment

Find it

List all of the hazards or possible situations associated with the event that may expose people to injury, illness or disease. List these hazards in the “hazards” column of the template.

Assess it

Rate or assess what the “likelihood” is of people being exposed to the hazard and what the “severity” could be as a result of the hazard occurring, using the “Risk Assessment Matrix Template”.

Risk Rank = Low, Medium, High or Extreme

Fix it

Identify what practical measures could be put in place to eliminate or reduce the likelihood of the hazard occurring. This is where the changes are made to the event to reduce the risks by identifying what type of controls you could put in place to manage the hazards once you have assessed their risk level.

Risk Assessment Matrix

RISK RATING KEY	LOW	MEDIUM	HIGH	EXTREME
	0 – ACCEPTABLE OK TO PROCEED	1 – ALARP (as low as reasonably practicable) TAKE MITIGATION EFFORTS	2 – GENERALLY UNACCEPTABLE SEEK SUPPORT	3 – INTOLERABLE PLACE EVENT ON HOLD
	SEVERITY			
	ACCEPTABLE	TOLERABLE	UNDESIRABLE	INTOLERABLE
	LITTLE TO NO EFFECT ON EVENT	EFFECTS ARE FELT, BUT NOT CRITICAL TO OUTCOME	SERIOUS IMPACT TO THE COURSE OF ACTION AND OUTCOME	COULD RESULT IN DISASTER
LIKELIHOOD				
IMPROBABLE RISK IS UNLIKELY TO OCCUR	LOW – 1 –	MEDIUM – 4 –	MEDIUM – 6 –	HIGH – 10 –
POSSIBLE RISK WILL LIKELY OCCUR	LOW – 2 –	MEDIUM – 5 –	HIGH – 8 –	EXTREME – 11 –
PROBABLE RISK WILL OCCUR	MEDIUM – 3 –	HIGH – 7 –	HIGH – 9 –	EXTREME – 12 –

